

**Minutes of the Meeting  
March 12, 2018**

The Durham County ABC Board met at the administrative office, 2634 Durham Chapel Hill Boulevard, on the 12<sup>th</sup> day of March, 2018.

In the absence of the Board Chair, Andy Miller, and without objection by the Board, Board Member, Jacqueline Wagstaff, called the meeting to order at 5:30 p.m.

Board members Jacqueline Wagstaff, Lawrence Daye, Donald Lebkjes and Beverly Thorpe were present. General Manager Rufus Sales, Assistant General Manager Eddie Hewlin and attorney George W. Miller, Jr. were also present. Durham County ABC Finance Officer Lee Keatts and Durham County ABC Law Enforcement Officer Gregory Danner were also in attendance.

**Conflict of Interest Review and Declaration**

Ms. Wagstaff read the Board's Conflict of Interest Review and Declaration statement and asked Board members if they have an actual conflict or appearance of a conflict of interest with any items coming before the Board and, if so, does the Board member wish to recuse him or herself from deliberating and voting on the matter. All Board members present verbalized that they have reviewed the agenda and do not have any conflicts.

**Consent Item**

The consent item approved was the February 19<sup>th</sup> Board Meeting Minutes. Mr. Lebkjes motioned to approve the February Board Meeting Minutes as presented. Mr. Daye seconded the motion and the Board approved unanimously.

**General Business**

**Public Comment**

Ms. Wagstaff stated that there are not any members of the public present for comment this evening.

**Introduction of New Employees**

Ashton Foushee introduced himself to the Board as a newly hired full-time employee working at the T.W. Alexander Store. Eddie Hewlin introduced himself to the Board as the new Assistant General Manager with thirty-nine years of experience with DCABC. The Board welcomed Mr. Foushee and congratulated Mr. Hewlin on his promotion.

**Financial Report**

Mr. Keatts reported the summary of income statement results for the month of February. He noted that sales continue to stay consistent with the budget and reported a 3% growth rate year to date. The Board had a general discussion regarding DCABC sales and financial investments.

**Support Services Report**

Mr. Sales stated that the support services report was included in the meeting packet. The Board requested notice of the meeting with new POS provider Dalcom and DCABC managers so they may attend.

### **Law Enforcement Report**

Officer Tedder reported on law enforcement activity during the month of March. He stated that there was a decrease in permittee inspections last month due to illness of Law Enforcement Officers.

### **General Manager's Report**

Mr. Sales reported that two stores were forced to close for approximately an hour due to power outages this past month. He stated that customer service and fundamentals of supervision training are ongoing. Part-time employees will now receive customer service training to be included in the CAPPs program. Mr. Sales stated that there are presently two full-time positions open; advertisement was placed for a clerk and warehouse employee. Board members will receive a schedule of interview dates to participate. Mr. Sales stated that there are currently two management level employees out of work on leave of absence. He reported on the General Manager's meeting and noted that customer service and liquor stocking issues were heavily discussed at the meeting. Mr. Sales stated that a grantee meeting took place with twelve applicants in attendance.

Mr. Sales reported that he met with a permittee regarding a complaint about receiving special order liquor. He stated that, although DCABC does not have much control in the transaction, he will try to encourage more communication throughout the process.

Mr. Sales stated that the feasibility study report is expected to be prepared next week. A meeting with JLL is scheduled to take place on March 22<sup>nd</sup> at 2:00 p.m.

The Board discussed the Board Meeting Retreat scheduled on March 24<sup>th</sup>. Ms. Wagstaff motioned to move the DCABC Board Retreat to April 7<sup>th</sup> beginning at 12:00 p.m. Mr. Daye seconded the motion and the Board approved unanimously.

### **Follow-up Items**

Mr. Sales stated that there are not any follow-up items for Board discussion.

### **Other Business**

The Board discussed the profitability comparison between the size of liquor bottles, specifically, mini bottles. Mr. Keatts agreed to research and provide comparative figures.

### **Closed Session**

Mr. Lebkies motioned for the Board to go into closed session per G.S. § 143-318.11(a): (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Mr. Daye seconded the motion and the Board approved without objection.

### **Open Session**

Ms. Wagstaff stated that the Board is back in open session. Mr. Lebkes motioned for the General Manager to accept the appeal received by DCABC employee as discussed during closed session. Mr. Daye seconded the motion and the Board approved unanimously.

**Adjournment**

Mr. Lebkes motioned to adjourn the meeting. Mr. Daye seconded the motion and the Board approved without objection.

Approved By:

A handwritten signature in black ink, appearing to read "Jayne Wagstaff", is written over a horizontal line. The signature is cursive and somewhat stylized.